

October 1, 1998

To: Y2K EMC Regional Coordinators

From: Gary Osburn, EMC Program Manager

Subject: Clarification on Reclamation Y2K EMC Issues

Hi Everybody,

After the last conference call, I thought some clarification might be needed on some issues:

Action Items

- **Progress Reporting:** Each week (or biweekly, depending on the conference call schedule) we need to receive from each regional coordinator a “percent complete” figure for the region for EMCs in each of the phases:

Awareness, Assessment (Inventory), Testing, Renovation, Validation, and Contingency Planning.

Please provide this progress information during or prior to the conference call to Becky Redhorse. Please know that we are aware that “zero percent complete” or unchanged percentages (from previous weeks) in any given phase are NOT indication of lack of effort.

- **Budgeting:** Each office must budget for EMC activities out of local funds - unfortunately, there is no Reclamation Y2K budget. We need this budgeting information from you for reporting purposes so please forward it to Becky Redhorse when it becomes available, but **no later than November 30, 1998**. Budgeting should include the cost of labor and non-labor in each of the six phases listed above for each fiscal year (FY99 and FY2000).

- **Cost Tracking:** Please track your costs for EMC activities in an auditable manner. You may need to establish new cost structures to accomplish this. Costs will need to be reported by phase (e.g., Awareness, Assessment, etc.). This level of tracking needs to be initiated immediately, if you haven’t already done so. Costs should be traceable to the local (e.g., Area, Project, or Regional) office level.

Historical Costs (prior to 10/1/98): For costs already incurred, do the best you can in identifying what has already been spent in the separate phases. Report the total (labor + non-labor) per phase but NOT the separate equipment replacement costs - we already have those costs available here (from the Inventory forms) and

will add them to the total.

Current Costs (10/1/98 forward): Report the total costs (labor + non-labor) as they occur INCLUDING the equipment replacement costs.

Please furnish the cost data (historical and current) to Becky Redhorse by November 30, 1998. Thereafter, please furnish current cost data to Becky on the last business day of each month.

- **Due Dates:**

November 1, 1998	Inventory Complete Contingency Plans Complete
November 30, 1998	Budget Estimates Due Historical and Current Cost Data Due
December 31, 1998	IV&V and Certification Complete for Non-Renovated Devices
March 1, 1999	Renovation Complete
March 31, 1999	IV&V and Certification Complete for Renovated Devices
Last Monthly Business Day	Current Cost Data
Conference Call	Percent Complete in Each Phase

Informational Items

- **Public Relations:** The Commissioner wants all public relations-type communications with entities outside Reclamation to be coordinated through Debee Schwarz in Washington. Peter Soeth, in this office, works with Debee on all Y2K PR issues. Peter's phone number is 303-445-3615. Contact Peter if you have any questions about Y2K public relations. You may want to coordinate through your regional public affairs officers.
- **Motor Vehicle EMCs:** Rather than address every motor vehicle EMC separately in the field, we have asked the Property and Offices Services Group (D-7900) to certify motor vehicle EMCs by coordination with the manufacturers. If there are any potential problems with these EMCs we will advise everyone.

- **Reclamation Facilities Operated by Others:** Soon we will transmit to you guidelines on interacting with entities outside Reclamation re Y2K activities to show due diligence. We will include a template followup letter for your use.

Please contact me if you have any questions. 303-445-2297. Thanks for all your hard work!